

1 **COMMISSIONERS MEETING**

2 **April 7, 2021**

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7 At a regular meeting of the County Commissioners of the County of York, begun and
8 holden at the York County Government Building in Alfred, within and for the County of York, being held
9 on Wednesday, April 7, 2021 A. D. at 4:30 P. M.

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12 **COMMISSIONERS PRESENT:**

- 13 Richard R. Dutremble
- 14 Richard Clark
- 15 Robert Andrews
- 16 Allen Sicard
- 17 Donna Ring

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22 County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the meeting.

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25 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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29 **APRIL 7, 2021 ITEM**

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31 **1 PUBLIC COMMENT(S) ON ANY ITEM(S) (comments made via ZOOM)**

32 Susan Wiswell asked the status of the Securus contract from the jail that was tabled
33 by the Commissioners at their February 17th meeting. The County Manager and
34 Sheriff King agreed that they will talk about this matter at the next meeting.

35 Janet Drew thanked all for their work. She stated that she hoped the
36 Commissioners are following up on the incident at the jail that resulted in an
37 inmate's death. She added that she wished to report an idea of partnership between
38 the county and towns to support mental health services in the communities and
39 mental health emergency. The County Manager responded that he anticipates this
40 will become a conversation within the next several months. He continued that he is
41 unaware of a death at the jail. Sheriff King added that he is also unaware of a death
42 at the jail.

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44 Ms. Janet Drew replied that two weeks ago an inmate had an emergency at the jail
45 and died at the hospital. Sheriff King explained that there was a medical
46 emergency at the jail. The person was transported to the hospital and received care
47 and is doing well now. He added that it would be inappropriate for us to continue
48 to speak of this person.
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- 2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**
a. March 17, 2021- Commissioner Clark requested language be added on item 3. and motioned to approve with amendments. Commissioner Sicard seconded the motion. Vote 5-0.

- 3 TO APPROVE TREASURER’S WARRANTS**
a. Warrants dated March 24, 2021 in the amount of \$723,860.42
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.
b. Warrants dated March 31, 2021 in the amount of \$557,110.39
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.

4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

No reports

5 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER

No reports

6 NEW BUSINESS

- a. H.R. Director Linda Corliss to seek hiring approval for the following:
i. Alexander N. Markellos in the position of full-time deputy at the Sheriff’s Office with a starting date of April 26, 2021.

H.R. Director Linda Corliss presented the above-named requested hire to the Board.

Commissioner Clark motioned to approve the hiring of Alexander N. Markellos in the position of full-time deputy with a start date of April 26, 2021. Commissioner Sicard seconded the motion.

DISCUSSION: Commissioner Ring asked what the starting rate of pay is. Director Corliss replied, \$23.55 an hour. Commissioner Ring asked if the candidate is Academy certified to which H.R. Director Corliss replied, yes. Commissioner Ring asked Sheriff King if he recommended this individual as his name was not on anything in the (hiring) packet. Sheriff King responded, yes, he is an outstanding candidate. Vote-5-0.

- ii. Justin B. Titcomb in the position of full-time deputy in the Sheriff’s Office with a starting date of May 3, 2021.

H.R. Director Linda Corliss presented the above-named for hiring approval. Commissioner Clark motioned to approve the hiring of Justin B. Titcomb with a start date of May 3, 2021. Commissioner Sicard seconded the motion.

DISSCUSSION- Commissioner Ring asked the starting rate of pay. H.R. Director Corliss responded, \$25.60.

Vote 5-0.

- iii. Michael Lebel in the position of Corrections Officer at the Sheriff’s Office with a starting date of May 3, 2021.

H.R. Director Linda Corliss presented the above-named applicant and stated that, if hired, he will attend the 5-20-21 correctional academy- Commissioner Clark motioned to approve the hiring of Michael Lebel in the

99 position of Corrections Officer with a hire date of May 3, 2021. Commissioner
100 Sicard seconded the motion.

101 Vote 5-0.

102 iv. Approve hiring of Megan Arsenault in the position of Deputy Director
103 of EMA with a starting date of April 12, 2021.

104 H.R. Director Linda Corliss presented the above-named applicant and explained
105 that Megan has been employed a little over five years with EMA.

106 Commissioner Clark motioned to approve the hiring of Megan Arsenault into the
107 position of Deputy EMA Director with an effective date of April 12, 2021.

108 Commissioner Sicard seconded the motion.

109 DISSCUSSION-Commissioner Ring asked what the salary for this position will be.

110 Director Corliss replied \$72,000 annually. Commissioner Ring asked if this is a

111 new position? H.R. Director Corliss replied, yes it was approved by the

112 Commissioners in December of 2020. Commissioner Ring asked if it (position) is

113 in this budget? County Manager Zinser stated that the Commissioners voted to take

114 an old position and convert it into Deputy Director. This is a retitled position.

115 Vote. 5-0.

116 2 Discussion of Commissioner(s) observing Union bargaining sessions-

117 Commissioner Ring explained that she requested to sit in as an observer. She

118 added that the Commissioners received a letter from one of the Unions with
119 concerns as to how negotiations went. She stated that she didn't feel it would hurt

120 for one of us (Commissioners) to observe. We are here to oversee, stated

121 Commissioner Ring. Commissioner Clark remarked that the Board functions as a

122 whole, not as individuals. Commissioner Ring added that we (Commissioners) sit

123 on many committees as individuals. She added that she thought it was worth

124 overseeing periodically. Commissioner Dutremble stated that this is not the first

125 time this person has sent letters to us. Unions don't get there way so they think the

126 County Manager is not bargaining right and that is not true, stated Commissioner

127 Dutremble. Commissioner Ring replied that the Commissioners have negotiated

128 contracts and sat in during negotiations many years ago. Commissioner Dutremble

129 explained that was before we had a county manager. Commissioner Ring replied

130 that she wasn't requesting to negotiate a contract; only asking to observe.

131 Commissioner Sicard commented that he agreed with Commissioner Clark that the

132 role as a Board is to oversee. We meet with the County Manager and the legal

133 team and discuss our offers and they come back and report to us if there are any

134 issues. Jack (Parlon from F.O.P.) stood in front of us and challenged the Board to

135 meet with him directly and that is not our role, stated Commissioner Sicard.

136 3 County Manager to introduce fy'2022 budget to Commissioners-

137 County Manager Zinser explained that some of the highlights of the proposed

138 budget are a spending increase over the prior year of .62% (less than 1%.) Wages

139 and benefits are the primary drivers. We are still in or have recently been in

140 negotiations with several of our unions. This results in a .95% increase in the

141 general taxation to cities and towns. County Manager Zinser stated that he feels

142 this is a responsible budget. There are a couple of new requests for positions; one

143 from the Sheriff's Office and one from EMA. We are \$353,000 under our LD-1

144 limitation.

145 i.EMA (via ZOOM)-

146 This budget has a 6.5 % increase. You will note that the budget reflects full

147 funding of deputy director into the general fund. We thought it is important
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to take into account the full cost of operating EMA.
EMA Director Cleaves thanked the Commissioners for their assistance. He continued that they were able to help towns and cities and spent an excess of \$800,000 doing so. All of these funds have been reimbursed. We are now running the vaccination clinic. We've been able to hire a few long-term temps. to help out at the clinic. We've had six (6) emergencies in addition to the pandemic. The only other increase in our budget is the phone line. We are reviewing this, stated Director Cleaves. He informed the Commissioners that EMA has brought in through EMPG,\$238,000 to offset wages. This year it's going up to \$250,000. Homeland Security monies to us will increase to \$155,000. Director Cleaves continued that EMA also receives funding from Seabrook in the amount of \$16,000. \$23,000 for training and mitigation funding in the amount of \$20,000. Director Cleaves reminded all that EMA is also the only agency that pays rent to the county. We have spent \$962,000 on PPE and have now recouped over \$900,000 from FEMA at 100%. We have received an EMA Performance Grant for \$400,000 that will allow us to create a collaboration center with CDC. We will receive an additional \$80,000 in supplemental money earned by a soft match. We also are helping assist towns to get money back in the range of \$500,000.
Commissioner Clark asked if moving wages out of this department and into the general budget will affect getting money from the Federal Government?
Director Cleaves responded that it has no effect at all. Commissioner Clark asked Director Cleaves if leaving his overtime line unchanged is reasonable?
Director Cleaves replied that is very reasonable. During a disaster we can recoup all the money that is spent on overtime. We get reimbursed by FEMA. Any time an event turns into a federal disaster we can recoup overtime costs.
Commissioner Ring asked a question regarding the position that has been moved back into the budget. When they had this position it was not supposed to cost the county any money and now it is.
The County Manager explained that the position was created utilizing \$50,000 from a previous position and \$20,000 from various grants. We opted to put the full amount of these positions into our general fund. That is why I mentioned this up front. Federal funding has nothing to do with it. We won't lose the federal money but this position is integral to EMA. Commissioner Ring replied, but, we are increasing the tax to the York County citizens.
County Manager Zinser agreed.
Commissioner Sicard asked why does EMA pay rent? The County Manager explained they get reimbursed as it is an allowed expense under EMPG.
Commissioner Dutremble asked EMA Director Cleaves in the future how many employees will he need to run his department?
Director Cleaves responded that he is hesitant to say but would estimate six (6) full time positions to do this properly. He addressed Commissioner Ring's earlier question regarding establishing positions using taxpayer money. Director Cleaves stated that it's important that the County has positions belonging to the county in case Federal money dries up.
Commissioner Dutremble asked EMA Director Cleaves if he is satisfied with his budget? He replied that he is very satisfied and that it is relatively flat funded.
Commissioner Clark moved to approve fy'2022 EMA budget in the amount of \$639,781.00 Commissioner Sicard seconded the motion. Vote 4-1.

(Commissioner Ring opposed). Commissioner Ring stated that she doesn't think we should be approving these budgets yet. We don't have an audit nor have we reviewed current expenditures. We have no background and supporting documentation. Commissioner Dutremble replied that we have expenses up to January and will have the audit next week. Commissioner Sicard added that we have until the end of April to get this budget to the Budget Committee. At this time, our votes are tentative.

The County Manager directed the Commissioners to go to new requests. These are over and above the (EMA) budget you approved. Director Cleaves explained that the new, requested position will make it possible fulfill the needs of the towns with mitigation preparedness. County Manager Zinser added that York County EMA is a very busy organization in this county. Compared to other EMA organizations, no one else does what we do.

Commissioner Ring asked the hourly rate of this position. County Manager Zinser replied, \$23 per hour. Commissioner Ring clarified that none of this is in the EMA budget? County Manager replied, no, but, it is included in the overall budget (summary). Commissioner Ring asked how the hourly wage was determined? County Manager Zinser explained that they looked at similar positions in other counties and talked with the EMA Director and H.R. Director. Commissioner Ring asked if they get accruals up front? H.R. Director Corliss replied that there is a probationary period but PTO does get credited up front. They are not allowed to utilize it for 6 months unless approved by a manager. If they were out sick during a probationary period, they'd get the time off utilizing their PTO.

Commissioner Ring replied that she does not understand the hourly employee getting paid 41 days up front. County Manager Zinser replied that is what the non-union manual states. Commissioner Ring stated that the county should be looking at that particular policy as it is a very costly thing. Our salaries are very generous, stated Commissioner Ring. That type of time off is costing this county a lot of money, she continued. I would want to see a review of that policy before I would approve any new positions, stated Commissioner Ring.

Commissioner Dutremble commented that this position is really needed to help cities and towns to get their monies back from the Federal government.

Commissioner Clark stated that over the years prior to Art when Bob Bohlmann was York County's EMA Director, York County suffered a couple of major floods as well as several significant coastal storms. The process of applying for relief has been made much smoother by the EMA folks. This directly benefits the tax- payer. I will vote for this without any concern.

Commissioner Sicard echoed support of the county's EMA. It is the most professional and most efficient EMA organization we have on a county level. He added that he was at the Mass Vaccination site recently while, at the same time, 5,000 to 10,000 people were still without power due to a storm. EMA Director Cleaves was running the (vaccination) site and taking calls about power outages.

Commissioner Clark moved to approve the EMA Specialist position. Commissioner Sicard seconded the motion. Vote -4-1 (Commissioner Ring opposed)

ii. Facilities Director, Rick deRochement to present budget.

County Manager Zinser reported that this budget shows a 4.85% increase in wages and benefits and some additional funds for heating repairs and water usage fees and plowing and sanding.

Facilities Manager Rick DeRochemont stated that many of the line items are contracts such as for trash disposal, water usage and heating and plumbing. The

251 renewed contracts with increases include upgraded filters due to COVID.
252 Commissioner Clark asked if there are small capital needs in our facilities?
253 Facilities Manager deRochemont replied that there are expenses at courthouse
254 including the cupola. Pavement is in disrepair in all of our facilities. We looked at
255 costs last year, stated Rick deRochemont. This (cost) would come out of capital
256 improvements. More infrastructure type repairs.
257 Commissioner Clark questioned the increase in water usage fees. Facilities Manager
258 Rick deRochemont explained that the costs have progressively gone up over the years
259 and that he hadn't increased that budget line. He added that he has reached out to the
260 water district to see if maybe there are some meter repairs and replacements needed.
261 Commissioner Sicard referred to the increase of \$10,000 in heating repairs and asked
262 if this was at a specific building? Mr. deRochemont replied that contract includes the
263 courthouse, government building and food pantry. Filters added are much better for
264 filtering air. We discovered at the Food Pantry some units were never looked at and
265 had not been serviced since 1992. Commissioner Ring asked do we perform all the
266 maintenance on the Food Pantry Building and they pay no rent?
267 Commissioner Dutremble replied, that is correct. Commissioner Ring commended
268 Facilities Manager, Rick deRochemont on the work that he and his 5 full time and 1
269 part time staff do.
270 Commissioner Dutremble noted that the cleaning supplies budget line decreased
271 again. Facilities Manager deRochemont replied that they now use chemical feed
272 systems and changed some vendors to save money. Commissioner Dutremble asked
273 how the geo- thermal at courthouse was working? The Facilities Manager replied that
274 it is working but there have been some challenges such as several failed pumps, freon
275 leak and a crack in the lines. We installed a system through Trane that sends out
276 alarms.
277 We also signed up for a Trane program where they monitor and supervise and go
278 through your system twice a year.
279 Commissioner Clark motioned to approve the facilities budget in the amount of
280 \$578,860.00 . Commissioner Sicard seconded the motion. Vote 5-0.

281
282 iii. Sheriff William King to present budget.

283 County Manager Greg Zinser explained that this budget's increases (wages and
284 benefits and phone costs) are very similar to other departments. Phone costs are up
285 2.93% due to a revised share allocation. The Sheriff's Office currently has 4
286 vacancies. This department has a new position request at the courthouse that the
287 manager will discuss later.
288 Commissioner Ring stated that with so many open positions, has your budget been
289 adjusted to hire new level positions? She added that she didn't see any decreases (in
290 the budget) even though there are 6 high paying positions vacant. The County
291 Manager replied that we might be able to go through and do some reductions. He
292 added that this is something we can present as we move on in the budget process. But,
293 stated County Manager Zinser, we need to be cognizant where we lie with the
294 bargaining process. Also, he stated that he didn't think it would result in a very large
295 savings but there may be some. Sheriff King reminded all that some individuals
296 might come with buy backs. The current new hire would come under the '21 budget,
297 stated the County Manager. But, we need to be conservative for many reasons.
298 Commissioner Ring asked about the vehicles inventory. County Manger Zinser
299 stated that there is a program we instituted years ago where six or seven new vehicles
300 are purchased each year.
301 Commissioner Sicard asked Sheriff King about the rural patrol situation in Hollis last

302 year with the State Police.
303 Sheriff King stated it is not an annual MOU and there has been no discussion with
304 them wanting to give up Hollis.

305 Commissioner Ring asked how the Watchguard system was going.

306 Sheriff King responded that the system has been purchased and is being installed.

307 Commissioner Ring asked if there was a monthly fee and if you have staffing for
308 someone to maintain documentation. Sheriff King replied that it is pretty easy
309 and downloads by itself. We only access it when there is a complaint.

310 Commissioner Clark motioned to approve the Sheriff's Office budget in the amount
311 of \$3,218,926. Commissioner Sicard seconded the motion. Vote 5-0.
312

313 Jail Budget- Sheriff King stated that most increases are due to contractual obligations.
314 Cleaning supplies decreased \$10,000 and the Sheriff stated that he would assume
315 that's because EMA did a lot of the cleaning. Sewage/septic decreased because we
316 purchased trash cans in the cells. The budget shows plumbing increases as we
317 incurred lots of repairs. Commissioner Sicard commented that with the inmate number
318 down, the medical contractor still wants 3% even though they are dealing with less
319 people?

320 Acting Jail Superintendent Dan Bean responded that we will see an increase in
321 population so we need to look at possible impact. Commissioner Sicard asked if the
322 agreement with Cumberland County is still on track? Sheriff King replied it was
323 working well and we are waiting for paperwork from them to sign an extension.
324 Commissioner Dutremble asked Sheriff King if he was satisfied with this budget.
325 Sheriff King replied, yes.

326 Commissioner Clark motioned to approve the jail budget in the amount of
327 \$11,199,281.00. Commissioner Sicard seconded the motion. Vote 5-0.
328

329 S.O. New request- courthouse security officer-

330 County Manager Greg Zinser explained that a special deputy (or civil) has been at the
331 courthouse for the past year. This gives our county folks more assistance to handle
332 situations that the judicial marshals aren't there to handle. Even though the State will
333 be leaving, we will still have an active courthouse. Probate has a lot of cases going
334 through, stated the County Manager. Sheriff King added that having a deputy at the
335 courthouse provides some stability. Commissioner Ring asked what department is the
336 position going under? County Manager Zinser replied, the civil process division.
337 Sheriff King agreed as this position will be providing more security.

338 Commissioner Ring argued that it could be considered a law enforcement position and
339 therefore, be put under FOP. The County Manager responded that we are pretty
340 confident that this position wouldn't be able to be absorbed by that Union. Really,
341 what we are talking about is a sworn deputy but Deputy Grovo will be overseeing their
342 daily activities. Commissioner Ring replied that she would question that and
343 recommended checking the statutes and mandatory training.

344 County Manager Zinser replied that we are not talking about swearing them in as a
345 civil deputy. They'd be a sworn officer but assigned to civil. Sheriff King added that
346 he has not seen or heard that County Patrol wants to do court security. The County
347 Manager explained that it is up to the Sheriff where it is assigned. Commissioner Ring
348 asked would the position be placed in the civil process budget? County Manager
349 Zinser explained that budget supports itself. Commissioner Ring stated that she would
350 like to see a civil process expenditure. She questioned new positions being put in civil
351 process and not funded by civil process funds. County Manager Zinser stated that it is
352 part of the general fund. Commissioner Ring replied it would have to be a separate

353 department. You are asking to fund a part of a budget with part of tax- payer
354 money.

355 We are not talking about them being paid out of the civil fund, stated the County
356 Manager. Commissioner Ring asked where would we reflect that? County Manager
357 Zinser replied, under the Sheriff's budget. Commissioner Ring asked if this person
358 would receive an additional vehicle? The County Manager replied, no.

359 Commissioner Sicard clarified that this position will be an armed security guard not
360 someone trained in law enforcement that has to go to the academy.

361 The Sheriff responded they will be someone who is armed and is a former law
362 enforcement officer and does annual online training. He doesn't have a police radio
363 or respond to calls.

364 Commissioner Ring asked does that mean you have an individual in the position that
365 you are going to just put into this job? County Manager Zinser stated, no, it will be
366 posted.

367 Commissioner Ring stated that particular position at the courthouse was never
368 posted. County Manager Zinser stated that the state law allows the Sheriff to assign
369 special deputies. This position is being funded through the reimbursement process
370 at this point.

371 Commissioner Clark motioned to approve the new position. Commissioner Sicard
372 seconded the motion. Vote 4-1 (Commissioner Ring opposed).

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375 **7 OLD BUSINESS**

- 376 a. Commissioners to review and approve Findings of Fact for tax
377 abatement hearing #03172021.

378 County Manager Zinser asked the Commissioners if they had any questions?

379 Commissioner Clark voiced a concern regarding reason #6 and requested that
380 something along the lines of the following be added to it "*reason was due to*
381 *ZOOM element did allow for participation from the City of Sanford.*"

382 Commissioner Clark moved to amend #6 to state that due to technical
383 difficulties with ZOOM, the City of Sanford couldn't hear us. Then, approve
384 the Findings of Facts and have the County Manager sign them. Commissioner
385 Sicard seconded the motion. Vote 5-0.

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387 b. H.R. Director, Linda Corliss to request to extend the County Coronavirus
388 Leave that expired on March 31, 2021.

389 H.R. Director Linda Corliss explained that she is requesting an extension on the
390 leave that expired in December of 2020. She continued that in January, some
391 parts were re-established to provide tax credits but full reimbursement was not
392 reactivated. She continued that the Commissioners approved a mirror program
393 in January and voted to extend it another 3 months. I am seeking an
394 extension until June 30, 2021. The majority of usage was close contact or
395 potential symptoms.

396 Commissioner Clark voted to extend the policy through 6-30-21 and make it
397 retro back to the first of April. Commissioner Sicard seconded the motion.
398 Vote 5-0.

399
400 Commissioner Sicard asked if there has been any discussion now that
401 vaccinations are out about making it mandatory for them to come to work if
402 they've been vaccinated.

403 H.R. Director Linda Corliss replied that a memo was recently sent out by the
404 County Manager if you've been vaccinated and travel or are deemed a close
405 contact, you can come back to work.
406 County Manager Zinser added that administration recently attended an online
407 seminar put on by the Commissioners' Risk Pool and making it mandatory for
408 employees to be vaccinated is fraught with legal issues.
409 Commissioner Sicard stated that some businesses are offering cash incentives.
410 H.R. Director Corliss stated that has been looked at and can creates bias. She
411 added that we are encouraging all employees to get the vaccine.
412

413 Commissioner Ring asked about the County's new Facebook page. H.R. Director
414 Linda Corliss stated that a former employee in IT had controls for our Facebook
415 and still does so we are transferring to a new Facebook page and also adding an
416 Instagram as well as LinkedIn. Social media will be improved and more
417 Transparent. Our improved Facebook will be beneficial for recruiting purposes,
418 also. Director Corliss encourages department leaders to get more involved in
419 getting information about their departments out.
420

421 Commissioner Clark asked if the Board should meet again on April 7th as the
422 budget has to get to the committee by the first of May.
423 After a brief discussion it was decided to meet next Wednesday at 3:00 p.m.
424 Commissioner Clark motioned to meet at 3:00 next Wednesday, April 14th.
425 Commissioner Andrews seconded the motion. Vote 5-0.
426

427 **8 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**
428 **ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF**
429 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**
430 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**
431 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**
432 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
433 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**
434 None
435

436 **9 PUBLIC COMMENT(S) ON ANY ITEM(S)**
437 Janet Drew stated that she didn't hear parts of the budget and wondered if there
438 was any mention of mental health? County Manager Zinser stated that a copy of
439 the budget can be e-mailed to Ms. Drew. As far as mental health goes, and
440 substance abuse treatment, both are handled at the jail through the jail medical
441 provider. MAT program was added last year and we also have Layman Way
442 Recovery Center.
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444 **10 ADJOURN**
445 Commissioner Clark motioned to adjourn. Commissioner Sicard seconded
446 the motion. Vote 5-0.
447 Meeting adjourned at 6:30 p.m.
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*Robert L. Andrews
District 1*

*Richard R. Dutremble
Chairperson
District 2*

*Allen R. Sicard
Vice-Chairperson
District 3*

*Donna L. Ring
District 4*

*Richard Clark
District 5*

**COUNTY COMMISSIONERS
COUNTY OF YORK**

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*Gregory T. Zinser
County Manager*

*Kathryn A. Dumont
Assistant to the Manager*

*Linda M. Corliss
Deputy County Manager
Human Resource Director*

April 16, 2021

TO: Greg Zinser
County Manager

FROM: Linda M. Corliss on behalf of Nancy Hammond – Registry of Deeds
H.R. Director and Deputy County Manager

RE: Hiring of (Full-Time) Deeds Clerk

I would like to make a formal request for approval to fill the Full-Time Deeds Clerk position within the Office of Deeds. This position is already funded within the budget.

The position was posted internally within the County with no applicants. It was then posted externally, qualified candidates were interviewed, and a final candidate was selected.

A complete transfer packet is available for the Commissioners review on **Diane St. Pierre**. I am looking for approval from the Commissioners for a Monday, **May 3, 2021** hire date.

If you have any questions, please let me know.